

Department of Homeland Security U. S. Coast Guard CG PSC 7421/2 Rev 09/03		CG PeopleSoft User Access Authorization	
1. User's Name (Last, First, MI.) (Please print)		2. Rank/Rate:	3. Employee ID # (Not SSN)
4. Dept/Unit Name (Include Staff Symbol)	5. Area Code & Phone Number:	6. e-Mail address:	
7. User Role Description (see instructions) (Include current roles, this authorization supercedes all of your previous authorizations): <input type="checkbox"/> CGSSCMD --Command User (evals, drills, Airport Terminal, etc.) <input type="checkbox"/> CGRSVDRL --Schedule, Edit and Approve Reserve IDT Drills (only). <input type="checkbox"/> CGEMPREV --Employee Review Only (not needed if you have CMD or HRS) <input type="checkbox"/> CGAIRTRM --Airport Terminal Only (Relocation Specialists/Housing Office) <input type="checkbox"/> CGFIELDADM --Unit with access to Member Competencies (Quals, Awards & Schools) (Route request through servicing PERSRU) <input type="checkbox"/> CGGWIS --Global Workforce Inquiry System <input type="checkbox"/> CGHRS --(PERSRU) ____ (DD) ____ (RU) <input type="checkbox"/> CGHRSUP (Supervisor) <input type="checkbox"/> CGMRS --Medical Readiness System Clinical Access (Med care providers) <input type="checkbox"/> CGTRNOFF --Electronic Training Request (ETR) <input type="checkbox"/> CGSECURN --Unit Security Manager (View Only). (Application must be approved by cognizant Area/District Security Manager) Dist/Area SecMgr Name/Sign: _____ <input type="checkbox"/> CGSECUVW --Area/Dist Security Manager (View Only). Fax completed form to COMDT (G-CFI) at 202-267-4949. G-CFI Name/Sign: _____ -----HQ/CGPC/TQC/TRACENs/PSC <u>Only</u> ----- <input type="checkbox"/> CGSPRET --CGPC(EPM/OPM) Separations <input type="checkbox"/> CGTRNFAC --Training Center (TAS Course Sessions) <input type="checkbox"/> CGTRNTQC --TQC/TAS Course Scheduler <input type="checkbox"/> CGASGN --CGPC (epm/opm) or ISC(fot) Assignment Officer <input type="checkbox"/> CGPALADM --COMDT G-CPA-2 only <input type="checkbox"/> CGMRSWVR --Medical Readiness Sys. Waiver Detail (Personnel Users) -----Roles Not Listed Above----- <input type="checkbox"/> Others Not Listed (e.g "CGHRSIC"). Please describe what you need to access in CG PeopleSoft.		Scope of Authorization <i>Subject to the limitations that follow, the user is authorized access to the computer systems identified above. This authorization contains no implied authorization to access any computer system of the United States Government not specifically identified herein. Authorization will be revoked upon separation, retirement, reassignment of duties, change of organization or when determined by the Information Systems Security Officer to be in the best interest of the Government.</i> WARNING: Only Authorized Users May Use These Systems. To protect these systems from unauthorized use and to ensure that these systems are functioning properly, system administrators monitor these systems. Individuals using these systems without authority, or in excess of their authority, are subject to having all of their activities on these systems monitored and recorded by system personnel. In the course of monitoring individuals improperly using these systems, or in the course of system maintenance, the activities of authorized users may also be monitored. Anyone using these systems expressly consents to such monitoring and is advised that if such monitoring reveals possible evidence of criminal activity, management may authorize system personnel to provide the evidence of such monitoring to law enforcement officials.	
8. Authorizing Official (Signature, Typed or printed name, Rank, Title (CO/OIC, XO/XPO or HQ/CGPC/AREA/MLC/DIST Branch Chief) and Number): I certify that the access I have authorized is based on an official need. I'm aware of the general functionality I have authorized and I'm aware of what this will allow this member to complete. This member has demonstrated that they are knowledgeable in the use of the program I've authorized and has my confidence that they will diligently make entries and if in doubt they will seek assistance. I also acknowledge that if I lose confidence in this member for any reason I have a responsibility to withdraw this authorization.			
Name, Rank, Title (see instructions), phone			9 Date:
Acknowledgment: I understand that I am authorized to access the CG PeopleSoft system and that accessing it for purposes beyond the Scope of Authorization is a violation of Federal law (18 U.S.C. 1030 et al). My password meets the DOT Information Systems Security requirements, and I may be held responsible for my inappropriate protection or sharing of my password. I understand that prior to entering any transactions into CG PeopleSoft I must be knowledgeable on the validity of the entry, the impact of that entry within CG PeopleSoft, and the impact on the member. I also understand that I must cite appropriate source documents (e.g. award citations, letters of authorization, etc.) prior to entering data into CG PeopleSoft. I understand that I am fully accountable to the Coast Guard and may be found liable for erroneous or improper entries/payments until properly relieved of accountability. Personal monetary liability, adverse personal evaluation, and or further administrative or disciplinary actions may result if I am found negligent in the performance of my duties.			
10. User's Signature:			11. Date:
(For PSC Use Only) CG PeopleSoft Security Administrator		Fax to: (785) 339-3772	
Operator ID (if not = to Emplid):	OPRCLASS:	CG PeopleSoft Security Administrator Signature:	Date:

Revocation of Access Authority

Complete this section when the user is reassigned, separates from the service/terminates employment or the access needs to be terminated for any other reason. Fax it to (785) 339-3772.

11. User's Name (Last, First, MI.) (Please print)	12. Rank/Rate:	13. Employee ID # (Not SSN)
14. Notice to User: You are hereby notified that the above access authorization has been revoked. The associated login name and password are still valid for access to self-service items. To access a United States Government computer without authorization is a violation of Federal law (18 U.S.C. 1030 et al). <i>Authorization to access another United States Government computer system does not imply reinstatement of the authorization being revoked.</i> Unit Attached to: _____ Acknowledgment (user's signature): _____ (Date): _____		
15. Authorizing Official (<i>Signature, Typed or printed name, Rank, Title and Phone Number</i>): _____ Name, Rank, Title (e. g. CO/OIC, XO/XPO, By direction), Phone Number		16 Date:
16. CG PeopleSoft Security Administrator Signature:		17. Date:

Instructions:

- Fax the completed first page of the form to the PSC Customer Care Center at the number on the form.
- Retain the original form in the unit's files until the member departs the unit.
- When the member departs the unit, or access needs to be terminated for some other reason, have the user sign and date the *Revocation of Access Notice* section of the form. Fax the complete form (both pages) to the PSC Customer Care Center.
- CG PeopleSoft termination should be part of your unit checkout process

Block	Instructions																
1	Enter the user's last name, first name and middle initial.																
2	Enter the user's Rank (e.g. "CAPT") or Rate (e. g. "YN1")																
3	<p>Enter the user's employee number. For military personnel, the employee ID number can be found on the member's LES. For civilian personnel, the employee ID number can be found on the unit roster. Any member of the command that already has access to CG PeopleSoft can access the unit roster and locate the civilian employee's employee ID number. Follow these steps to access the unit roster:</p> <ul style="list-style-type: none"> Select menu items in the following order: Home > Self Service > Self Service > Self Service for Commands > Use > Command Information The department lookup page will display. The relationship type field will show "Own unit only" and the department field will show your sub-department ID number. Enter the department ID number for the unit in the department field. Click the Search button to continue. When the Airport Terminal displays click on the Cg Dept Run tab. Choose "Civilian" from the drop-down menu in the Source field. Click the Execute button. The roster section will fill in with the information. Only the first five rows will be displayed. Click the View All link to see the remaining rows. The Employee ID number is shown in the second column. 																
4	Enter the name of the unit the user is assigned to, include the staff symbol if applicable.																
5	Enter the user's business phone number, including the area code																
6	Enter the user's e-mail address.																
7	<p>Choose the appropriate user role from the list provided.</p> <table border="1"> <thead> <tr> <th>Role</th><th>Description</th></tr> </thead> <tbody> <tr> <td>Command User (evals, Airport Terminal, etc.) (CGSSCMD)</td><td>Allows unit administrators access to the Airport Terminal, Unit Roster, Unit Personnel Allowance List (PAL), ability to review and approved orders, career intentions worksheets, reserve IDT drills and Employee Review (enlisted evaluations). Select "Employee Review Only" and or Reserve IDT Drills if you do not want access to the other Command User functions</td></tr> </tbody> </table> <p>Command User Menus (CGSSCMD)</p> <p>Home > Develop Workforce > Administer Training > Inquire > Airport Panel Home > Develop Workforce > Administer Training > Inquire > Airport Terminal by Employee Home > Develop Workforce > Career Management > Inquire > Separation Summary Home > Develop Workforce > Career Management > Inquire > Sep Requests by Status Home > Develop Workforce > Manage Competencies (GBL) > Report > Accomplishments Home > Develop Workforce > Manage Competencies (GBL) > Report > Competencies Home > Develop Workforce > Manage Competencies (GBL) > Report > PDIF Home > Develop Workforce > Plan Careers > Use > Employee Review Home > Develop Workforce > Plan Careers > Use > CG Member Info Home > Develop Workforce > Plan Careers > Inquire > Arrivals and Departures Home > Develop Workforce > Plan Careers > Inquire > Airport Term Details Home > Develop Workforce > Plan Careers > Inquire > Employee Review Summary Home > Develop Workforce > Plan Careers > Report > Member Counseling Report Home > Develop Workforce > Plan Successions (GBL) > Setup > CG Role User Home > Develop Workforce > Plan Successions (GBL) > Setup > Dept Relationships</p> <p>Home > Administer Workforce > Administer Workforce > Report > Generate CG-4170A Home > Administer Workforce > Administer Workforce > Report > Unit Roster Home > Administer Workforce > Maintain Travel Orders > Use > Maintain Travel Orders Home > Administer Workforce > Maintain Travel Orders > Setup > Misc Expense Table Home > Administer Workforce > Maintain Travel Orders > Setup > Travel Purpose Table Home > Administer Workforce > Maintain Travel Orders > Setup > Accounting Region Table Home > Administer Workforce > Maintain Travel Orders > Setup > TONO / Acct Line Setup</p> <p>Home > Define Business Rules > Manage Human Resources (GBL) > Setup > Department Table Home > Self Service > Self Service for Commands > Use > Command Information Home > Self Service > Self Service for Commands > Use > Positions at a Department Home > Self Service > Self Service for Commands > Use > Separation Requests</p> <p>Home > Self Service > Manager > Tasks > Schedule Multiple Drills Home > Self Service > Manager > Tasks > Schedule Drills</p> <p>Home > PeopleTools > Report Manager > Inquire > Report List Home > PeopleTools > Query > Search : Query List</p> <table border="1"> <thead> <tr> <th>Query Name</th><th>Description</th></tr> </thead> <tbody> <tr> <td>1 CG_DEPT_ROLE_QRY</td><td>Department Role Query</td></tr> <tr> <td>2 CG_GOOD_CONDUCT_QRY</td><td>Good Conduct Award Query</td></tr> <tr> <td>3 CG_OFFICER_CNT</td><td>Count of Officers Query</td></tr> <tr> <td>4 EMPLOYEE_SALARY__PS_NVISION__</td><td>Employee Salary (PS/nVision)</td></tr> <tr> <td>5 PER701__DEPT_TBL</td><td>PER701--Dept Tbl</td></tr> </tbody> </table>	Role	Description	Command User (evals, Airport Terminal, etc.) (CGSSCMD)	Allows unit administrators access to the Airport Terminal, Unit Roster, Unit Personnel Allowance List (PAL), ability to review and approved orders, career intentions worksheets, reserve IDT drills and Employee Review (enlisted evaluations). Select "Employee Review Only" and or Reserve IDT Drills if you do not want access to the other Command User functions	Query Name	Description	1 CG_DEPT_ROLE_QRY	Department Role Query	2 CG_GOOD_CONDUCT_QRY	Good Conduct Award Query	3 CG_OFFICER_CNT	Count of Officers Query	4 EMPLOYEE_SALARY__PS_NVISION__	Employee Salary (PS/nVision)	5 PER701__DEPT_TBL	PER701--Dept Tbl
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Block	Instructions	
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	CGRSVDRL	Allows supervisor to schedule, edit and approve Reserve IDT Drills (without the other functions associated with the Command User role)
	CGEMPREV -- Employee Review Only (not needed if you have CMD or HRS)	<p>Allow supervisors to initiate, review and approve Employee Reviews. Supervisors (E-6 and above) and Marking Officials. Note: Employee Reviews may be initiated using the worksheets (CG-3788a,b or c) from enclosure (1) to the Personnel and Pay Procedures Manual. A Command User can handle final data entry in CGHRS. It is not necessary for every person in the chain of command to use CG PeopleSoft to complete an employee review.</p> <p>Use this rule to determine if you should authorize someone at your command CG PeopleSoft to initiate Employee Review's:</p> <p><i>If the evaluation was being completed using the old paper-process, would that person's name and signature appear on the form as the supervisor, marking official or approving official?</i></p> <p>If yes, the person should be authorized access in CG PeopleSoft.</p> <p>If no, the person's input on the evaluation may be captured using the worksheets.</p>
	Employee Review Menus (CGEMPREV):	
	Home > Develop Workforce > Plan Careers > Use > Employee Review Home > Develop Workforce > Plan Careers > Report > Member Counseling Report	
	CGAIRTRM --Airport Terminal Only	Allows Relocation Specialists and Housing Officers to view arrivals and departures.
	Home > Develop Workforce > Administer Training > Inquire > Airport Panel Home > Develop Workforce > Administer Training > Inquire > Airport Terminal by Employee Home > Develop Workforce > Plan Careers > Inquire > Arrivals and Departures Home > Develop Workforce > Plan Careers > Inquire > Airport Term Details	
	CGFIELDADM Field Unit Administrator with limited PERSRU permissions	Allows unit administrative personnel to modify member competencies. Applications must be approved by the servicing PERSRU and be accompanied by a Memorandum of Understanding (MOU).
CGFIELDADM Menus		
Home > Develop Workforce > Manage Competencies (GBL) > Use > Competencies Home > Develop Workforce > Manage Competencies (GBL) > Use > Competencies Multiple Home > Develop Workforce > Manage Competencies (GBL) > Use > Education Home > Develop Workforce > Manage Competencies (GBL) > Use > Licenses and Certificates Home > Develop Workforce > Manage Competencies (GBL) > Use > Memberships Home > Develop Workforce > Manage Competencies (GBL) > Use > Languages Home > Develop Workforce > Manage Competencies (GBL) > Use > Honors and Awards Home > Develop Workforce > Manage Competencies (GBL) > Use > Honors and Awards Multiple Home > Develop Workforce > Manage Competencies (GBL) > Use > Test Results Home > Develop Workforce > Manage Competencies (GBL) > Use > Training Home > Develop Workforce > Manage Competencies (GBL) > Use > Training Multiple Home > Develop Workforce > Manage Competencies (GBL) > Report > Accomplishments Home > Develop Workforce > Manage Competencies (GBL) > Report > Competencies Home > Develop Workforce > Manage Competencies (GBL) > Report > PDIF Home > Administer Workforce > Administer Workforce > Report > Generate CG-4170A Home > Compensate Employees > Administer Base Benefits > Use > Dependent/Beneficiary (view only) Home > Compensate Employees > Administer Base Benefits > Use > Life and AD/D Benefits (view only)		

Continued on next page

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	Global Workforce Inq.(CGGWIS)	Allows HR Managers (CO/OIC, XO/XPO, Admin Officer, HQ/CGPC Staffs) view only access to the database. They can lookup data on a person or a unit. Includes ability to access the Airport Terminal. Please see the CG PeopleSoft online help. http://www.uscg.mil/hq/psc/cghrms/index.htm for details
	CG Training Officer	Allows Unit Training Officers to submit electronic training requests and view enrollment information.
	Area/Dist Security Manager (View Only)	Allows Area and District Security Managers to view a member's security clearance information, including status. Fax completed form to COMDT (G-CFI) at 202-267-4949 for approval.
	Unit Security Manager (View Only)	Allows unit Security Managers view only access to a member's security clearance information. (Application must be approved by cognizant Area/District Security Manager)
	PALADM (Personnel Allowance List) (COMDT G-CPA-2 only)	Used by HQ program managers to create, edit and remove billets. Units may access the PAL for their unit via self-service for commands. (Don't ask for this if you're not at G-CPA-2).
	CGHRS (PERSRU ONLY)	Allows PERSRU staffs access to view and modify a member's Competencies, SGLI Elections, BAH/Dependency Data, and completed other personnel transactions formerly completed in SDA II. Also allows access to the Airport Terminal. Enter District (DD) and Reporting Unit (RU) numbers in the space provided.
	Medical Readiness System (CGMRS)	Used by clinics, Independent Duty HS's to enter, track and maintain medical data. See ALCOAST 301/02 for more information. Personnel users should choose CGMRSWVR for access to waivers.
	CGPC (epm/opm) or ISC(fot) Assignment Officer	Allows assignment officers to generate shopping lists and issues orders.
	Training Center (TAS Course Sessions)	Allows TRACEN staffs to view course rosters and enter course completions/changes.
	TQC/TAS Course Scheduler	Allows TQC staff and HQ program managers to schedule courses and issue orders.
	CGSPRET	Allows CGPC-Users to approve separation requests
	Other/Not Listed.	If the listed roles do not suit your needs, check "Other" and briefly describe your need for CG PeopleSoft access in the space provide.
8	Enter the Name, Rank, Title and Phone number of the authorizing official. "By direction" is not authorized for granting CG PeopleSoft access. Only the CO/OIC, XO/XPO, or HQ/CGPC/AREA/MLC/DIST Branch Chief may authorize access. Must typed or printed and signed.	
9	Enter the date the form was signed by the authorizing official	
10	User signs here.	
11	Enter the date the form was signed by the user.	